

June 2003

**DEPARTMENT OF THE NAVY  
CLASSIFICATION GUIDANCE**

The Office of Personnel Management (OPM) issued a Job Family Standard for two-grade work in the Equipment, Facilities, and Services Group, GS-1600, in May 2003.

This Department of the Navy (DON) guidance is to be used in the application of the OPM JFS.

## TABLE OF CONTENTS

Title Changes .....	1
Grade Level Information .....	2
Factor Level Information .....	2
Factor 4, Complexity Guidance .....	2
Factor 5, Scope and Effect Guidance .....	3
Appendix M1, Industrial Superintendent Guidance .....	4
Factor 1, Planning and Coordination Responsibilities .....	4
Factor 2, Product Complexity .....	5
Factor 3, Complexity and Rigidity of Requirements .....	5
Factor 4, Scope of Operations .....	5
Tentative Grade Table .....	5
Comprehensive Evaluation .....	6

Title changes:

*Cemetery Administration Services, GS-1630*

<b>From</b>	<b>TO</b>
Cemetery Administrative Specialist	SAME
Cemetery Administrator Officer	SAME
Cemetery Administration Officer	ABOLISHED

*Facility Operations Services, GS-1640*

<b>From</b>	<b>TO</b>
Facilities Management Specialist	Facilities Operations Specialist
Facilities Manager	Supervisory Facilities Operations Specialist
Facilities Management	ABOLISHED

*Printing Services, GS-1654*

<b>From</b>	<b>TO</b>
Printing Specialist	Printing Services Specialist
Supervisory Printing Specialist	Supervisory Printing Services Specialist
Printing Officer	SAME
Printing Assistant	ABOLISHED

*Laundry Operations Services, GS-1658*

<b>From</b>	<b>TO</b>
Laundry Plant Manager	Laundry Operations Specialist
Laundry Plant Superintendent	Supervisory Laundry Operations Specialist
Dry Cleaning Plant Manager	ABOLISHED
Dry Cleaning Plant Superintendent	ABOLISHED
Laundry and Dry Cleaning Plant Manager	ABOLISHED
Laundry and Dry Cleaning Plant Superintendent	ABOLISHED

*Food Services, GS-1667*

<b>From</b>	<b>TO</b>
Steward	Food Services Specialist
Supervisory Steward	Supervisory Food Services Specialist

*Equipment Services, GS-1670*

<b>From</b>	<b>TO</b>
Equipment Specialist	SAME
Supervisory Equipment Specialist	SAME

Grade Level Information

Assigning the lowest level in each factor of the JFS has a point total of GS-5.

Assigning the highest level in each factor of the JFS has a point total of GS-12.

GS-12 criteria was the highest level in the cancelled GS-1640, GS-1658, and GS-1670 standards.

- Appendix M1, GS-1601, has grade level criteria through GS-15 which matches the cancelled standard.

- Appendix M2, GS-1630, has grade level criteria through GS-13 which matches the cancelled standard.

- Appendix M3, GS-1654, has grade level criteria through GS-15 which matches the cancelled standard.

Factor Level Information

The JFS does not describe or illustrate Level 1-8 or 5-5.

Factor 4, Complexity Guidance

Application of Factor 4, Complexity, requires an understanding of the equipment and systems involved.

FL 4-4 work involves many different and unrelated processes; with unusual conditions requiring decisions based on incomplete and/or conflicting data. Equipment is frequently old or the original purpose/use has changed, or there is unexpected damage.

FL 4-5 work also involves many different and unrelated processes. However, they apply to a broad range of activities/programs requiring complex analysis. Employee cannot anticipate the arrival of new technology or conflicting data; circumstances imposing constraints; and which require choosing among a number of options in both techniques and approach. Employee develops new criteria and guidance. This level should not be typical for many DON positions.

Illustration FL 4-5 describes developing "work arounds" for complex systems such as aircraft arresting systems where the employee coordinates with functional experts and develops and implements standards or criteria.

#### Factor 5, Scope and Effect Guidance

Application of Factor 5, Scope and Effect, requires an understanding of the environment in which the equipment and systems are used.

FL 5-3 work involves analyzing conventional problems and can involve more than one category of equipment or service. It impacts the design or operation of the equipment or service.

FL 5-4 work involves long-range problems or unusual issues. It encompasses entire conventional programs/operations or parts of large and complex programs/operations. In both cases the work affects a wide range of agency programs or those of other agencies.

Illustration FL 5-4 describes work involving a variety of unusual equipment problems or participating on committees developing plans/procedures for a new weapons system. Work affects others in related occupations and the development and delivery of a weapons system.

NOTE: OPM did not include a FL 5-4 illustration for GS-1640 work.

## Appendix M1 Guidance for Industrial Superintendent Positions

Appendix M1, GS-1601, is used to evaluate Production Superintendent positions at DON industrial installations. OPM basically created this appendix by replicating the former GS-1601 General Facilities and Equipment series. For example, the "Definition of Managerial Work" is virtually the same as it appeared in the older standard.

Appendix M1 does not provide illustrations of naval facilities and public works operations. DON has regionalized many of our facilities and public works operations which in turn has created managerial positions which are comparable in complexity and responsibility to ship and aircraft repair positions. For example, responsibility for managing a regional facilities, transportation, or utilities program is equivalent to a shipyard Production Superintendent.

To use Appendix M1 a position must meet the General Schedule Supervisory Guide (GSSG) for Factor Level 3-3b. That means that this appendix can only be used for second-level or higher supervisors. It cannot be used for first-level supervisory positions. If a position doesn't meet this threshold then it must be evaluated using the GSSG or by nonsupervisory standards.

Appendix M1 uses the same four factors that were used in the former GS-1601 standard. The old standard had had three levels: C (20 points), B (40 points) and A (60 points). Appendix M1 eliminated level C (20 points).

Factor 1, Planning and Coordination Responsibilities.

- Levels B and A are identical to Levels B and A in the old standard.

- Level B lists five conditions. The first, third, fourth and fifth are identical to Level A. The second is the same except that Level A includes "reprogramming". However, the examples of work operations for Level B are significantly different than those at Level A.

- Factor 1, Level B work operations include complex shipyard or aircraft depot functions involving part of the overall modification or repair process without responsibility for the overall project.

- Factor 1, Level A work operations include the same functions at shipyards or aircraft facilities where the manager is involved in all phases of the process, from beginning to end.

## Factor 2, Product Complexity.

- Levels B and A are identical to Levels B and A in the old standard.
- Level B typically involves problems which have been encountered previously and there is little necessity to develop new work methods and procedures.
- Level A, typically involves products and services that are highly complex with extremely high standards of quality. Problems without precedent are always occurring and the development of new work methods and procedures is difficult and resource intensive.

## Factor 3, Complexity and Rigidity of Requirements.

- Levels B and A are identical to Levels B and A in the old standard.
- Level B typically involves establishing schedules and deadlines controlled by the manager or where the manager has significant input.
- Level A typically involves schedules and deadlines which are mostly beyond the manager's (and the shipyard/depot's) control. Scheduling involves severe, often inflexible, time limitations and the need to integrate work schedules with those of other internal customers (repair shops) and external customers (fleet commanders and systems command project managers).

## Factor 4, Scope of Operations.

- This factor measures the size of the manager's work force. The old GS-1601 standard credited Level B for 800 - 1,200 and Level A for 1,500+. The JGS credits Level B for 400 - 600 and Level A for 750+.
- The old standard used work force numbers established around 1973. Over 30 years the FWS work force declined by approximately 66%. This loss of population created problems in applying the former standard. The reduced work force levels in the JGS approximate this decline and maintain parity with the former standard.

## Tentative Grade Table.

- The old GS-1601 had point ranges for GS-11 through GS-15. Since the JGS eliminated Level C the minimum point total equates to a GS-13.

## Comprehensive Evaluation.

The comprehensive criteria (strengthening and weakening) are virtually the same in the JGS as they were in the former GS-1601.

Under items to consider, item #8 says to consider the lack of an industrial fund operation a weakening factor. DON is using the Working Capital Fund financial system. The Working Capital Fund system uses business-type accounting, cost-based budgets, and relies on cost analysis and control. This is equivalent to the "industrial fund operation" cited in the JFS.

The following are additional strengthening criteria which can be considered when completing the comprehensive evaluation:

1. Compliance with Environmental Protection Agency and Occupational Safety and Health Requirements. This refers to the management of industrial materials that are identified as hazardous to the environment or present special storage and disposal requirements by EPA, OSHA or agency regulations.

Strong: The manager is responsible for the safety of employees involved with hazardous occupations, work operations, and for worksite safety within the organization. Reviews the installation's compliance with EPA, OSHA and agency regulations to initiate internally identified improvements. Coordinates disposal and use of hazardous materials with transportation, storage, record keeping, and handling.

Stronger: The manager is responsible for the monitoring and review of hazardous waste controls and processes to ensure subordinate organizations are in compliance with EPA, OSHA and agency requirements. May coordinate with local EPA representatives to resolve hazardous waste disposal issues. Makes recommendations designed to improve operations by reducing the amount of hazardous waste produced while improving controls over waste being produced. Establishes organization's policy for creating a safer work environment and reducing work related injuries. Establishes policy for monitoring work related injuries and adopting measures to prevent their repetition.

2. Management of Diverse Trades Occupations. This refers to the combining of multiple, diverse trade occupations in order to create a more efficient workforce by maintaining an appropriate mix of skills and employees to meet the ever increasing demands of more technologically sophisticated equipment and processes. It is often referred to as "multi-trades" or "multi-skills".

Strong: The manager plans and develops training to enable the organization's workforce to accomplish projected work requirements outside the normal mission. Devises plans to utilize strictly defined trades occupations in unique ways to further optimize workforce efficiency. The manager is frequently called



to plan workload requirements involving trades occupations which the manager has not previously supervised.

Stronger: The manager develops and coordinates master plans by which several organizations having different missions can combine diverse trades occupations for the most efficient and cost effective workforce. Plans include the combination of work traditionally identified by trades occupation into a workforce able to fabricate, overhaul or repair equipment and facilities in a matrix, zone, or geographically based approach.

3. Membership on DON Committees. Some managers serve on committees comprised of their counterparts at other activities in conjunction with specialists from higher echelon commands to solve common problems and promote efficiency. The manager's involvement on such committees ranges from a leadership role to minor participation.

Strong: The manager serves as a working member to a systems command-wide committee whose purpose is to resolve problems and differences of opinion concerning major work operations. Resolution of problems requires a knowledge of the functions and operation of related facilities throughout DON. The committee provides feedback to higher echelon activities and participating activities. Managers typically have authority to commit their activity to a course of action.

Stronger: Serves as a working member or chairman of a major NAVSEA/NAVAIR or DON-wide committee whose purpose is to establish program policies, regulations or improvement plans for a systems command or DON-wide industrial operation. The committee's work will frequently impact upon DON funding proposals and is empowered to develop future agency initiatives. Members are senior managers at their individual activities, who have authority to commit all related activities to a joint course of action.